



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

Board of Selectmen Meeting Minutes

Monday, December 19, 2011 at 6:30 P.M. Community Room, Town Offices, 25 Bryant Lane
Members Present: Selectman Rick Reault, Selectman Robert Jackson, Selectwoman Elizabeth Coughlin, Selectman Allen Curseaden, Selectman Corliss Lambert
Staff Present: Michael Gilleberto Admin Assistant Therese Gay

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 6:30 PM Open Meeting/Pledge of Allegiance

The Chairman called the meeting to order. The Board was introduced, the Pledge to the Flag, and the Agenda was read by the Clerk of the Board.

2. Old Business:

A. Road Acceptance Project – Update and Approve Submission of Roads to the State

Mr. Rod Wood and Highway Sr. Foreman Jim Hustins were in attendance to discuss the roads project. Mr. Wood was given the task of reviewing the unaccepted town roads and to report his findings. Mr. Wood has categorized 66 roads some of which are in good enough condition for acceptance by the Town. The Administrator recommends a meeting with the Planning Board, their engineer and Town Counsel to discuss how best to proceed. Mr. Wood has found that 14 of the roads were accepted but not submitted to the State. The Board voted 5-0 on a motion by Selectwoman Coughlin, second by Selectman Lambert to submit the 14 accepted roads to the State.

3. New Business

A. Vote to Sign School Committee Lease with Merrimack Special Education Collaborative

The Board was asked to sign the lease between the School Committee and the Merrimack Special Education Collaborative. The lease has been reviewed by Town Counsel. The Board voted 5-0 on a motion by Selectman Lambert, second by Selectman Jackson to sign the lease for the Early Childhood Center bldg. as accepted by the School Committee at the request of the Merrimack Special Education Collaborative that the Board of Selectmen sign. The Board supports and is appreciative that the building will be used.

B. NMCOG – Affordable Housing Production Plan (vote to approve contract extension and status update)

The Board received correspondence requesting an extension of the NMCOG, Affordable Housing Production Plan. The report will be completed in June of 2012. The Board voted 5-0 on a motion by Selectman Lambert, second by Selectman Curseaden to approve the extension of the contract.

C. Five Year Capital Asset Plan – Vote to Convene Committee

The Board voted 5-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to convene the Capital Asset Management Committee. The Committee will review and prioritize the request to be placed on the Five Year Capital Asset Plan.

The Board has received correspondence from the Building Commissioner on changes in the Building Dept's fees that was approved for the FY 2012 budget process. The Board thanked the Commissioner for address the fee structure in his department.

D. State Owned Property on Indian Lane - Discussion

The Board discussed the state own property on Indian Lane specifically the house that remains, it was slated to be demolished but Select man Curseaden has asked to save the building as it maybe beneficial for town use. The State has asked for a short term insurance binder to cover the building. The Board voted 5-0 on a motion by Selectman Lambert, second by Selectman Jackson the Board supports putting in place the insurance.

4. New Business

- **License Renewal**

- **All Alcohol Beverages License/Common Victualler License**

- **The Club, Inc./The Club**
 - **Brinker Mass Corp**

The Board voted 5-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to approve the All Alcohol Restaurant License and the Common Victualler's License for Brinker Mass Corporation DBA on the Border. The Corporation is awaiting the transfer paperwork to clear the Alcoholic Beverages Control Commission.

- **Common Victualler's License Renewal**

- **ARAMARK – Greater Lowell Technical High School Cafeteria**

The Board voted 5-0 on a motion by Selectwoman Coughlin, second by Selectman Curseaden to renew the Common Victualler License for ARAMARK – Greater Lowell Technical High School Cafeteria as presented and read.

- **Bittersweet Bake Shoppe**
 - **Sullivan Farms Ice Cream – 176 Middlesex Road**

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Curseaden to renew the Common Victualler License for Bittersweet Bake Shoppe and Sullivan Farms Ice Cream as presented and read. A letter to Bittersweet Bake Shoppe notifying the owner that the Monday and Sunday hours are occasionally open from 9am to 5 pm.

- **Weekday and Sunday Entertainment Licenses Renewal**

- **Hudson Roller, Inc./Roller Kingdom; Vesper Country Club**
 - **Robert D Pelletier American Legion;**
 - **Barbeque Integrated/Smokey Bones**
 - **CS Business Enterprises/Angela's Coal Fired Pizza (weekday only)**
 - **Delpero Enterprises/Café Il Cipresso; Dracut Food Service/Thirsty's**
 - **Kaz United Corp/Michael's Pub; Maxamillian's;**
 - **Tyngsboro Country Club; Tyngsboro Sports Center**

The Board voted 5-0 on a motion by Selectwoman Coughlin, Second by Selectman Jackson to approve the weekday and Sunday entertainment Licenses for the above mentioned Licensees.

- **The Club, Inc./The Club**

The Board voted 5-0 on a motion by Selectwoman Coughlin, second by Selectman Curseaden to renew the weekday and Sunday entertainment license for The Club Inc. as read.

- **Automatic Amusement Devices License Renewal**

- **Robert D Pelletier American Legion; Dracut Food Service/Thirsty's**
 - **Maxamillian's; The Pines; The Club, Inc./The Club**
 - **Tyngsboro Sports Center**

The Board voted 5-0 on a motion by Selectwoman Curseaden, second by Selectman Jackson to renew the Automatic Amusement Devices License as submitted and read to the above mentioned licensees.

5. Citizen/Business Time – No one came forward this evening.

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

6. Meeting Minutes: Review/Approve – No action taken this evening.

- **Review/Approve Board of Selectmen Meeting Minutes**

A. Monday August 29, 2011 Meeting

B. Monday September 12, 2011 Meeting

Town Counsel is Reviewing

- **Regular/Executive Session Minutes Undrafted**

A. Regular Session

Friday September 30, 2011 (Work Session); Thursday October 13, 2011 (Work Session)

Monday October 17, 2011 Meeting; Monday October 24, 2011 Meeting;

Thursday November 3, 2011 (Work Session); Monday November 14, 2011 Meeting

Monday November 21, 2011 Meeting; Monday December 12, 2011

B. Executive Session

Monday October 17, 2011; Monday October 24, 2011; Thursday November 3, 2011

Monday November 21, 2011; Monday December 12, 2011

7. Correspondence

A list of correspondence will be included with approved meeting minutes per the requirements of the Massachusetts Open Meeting Law and may be posted online at www.tyngsboroughma.gov. Copies of correspondence may be requested from the Office of the Board of Selectmen.

The Clerk read the correspondence as submitted. The Board voted 5-0 on a motion by Selectwoman Coughlin, second by Selectman Lambert to accept the Correspondence as read.

The Building Commissioner has provided to the Board a letter asking to appoint an alternate Building Commissioner for coverage when the Building Commissioner is not available. The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Curseaden to appoint Milton Kinney as the Alternate Building Commissioner.

8. Selectmen's Reports

- Selectman Coughlin – Energy & Envir Affairs/Licenses/Insp/Util/Transportation

The energy project is moving forward. The Utility hearing is leaving a response time open for the residents to comment. If there are street lights out please call it in and please monitor your neighborhoods. Happy Birthday to Bob, and a happy holiday to all our residents.

- Selectman Reault – Northern Middlesex Council Of Government

• Selectman Jackson – I wish all the residents a happy holiday. I would like to see more or our elected boards televise their meeting, the mission statements of committee posted on the web site and also the minutes. The Board should write a letter to all boards and committees and remind them.

- Selectman Curseaden – Technology, Pawtucket Blvd Project, Abandoned Homes

With the new IT person I will try again for technology for the Town. D.W. White has concluded for the winter and will return in the Spring to complete the project. There was discussion between the town and state on snow removal, the old Pawtucket Blvd will remain. The new 113 by-pass will need a name, I suggest that the Town name the new Rte 113 road the Charles Chronopoulos Way. The Board voted 5-0 on a motion by Selectman Curseaden, second by Selectwoman Coughlin to name the new Rte 113 by-pass the Charles Chronopoulos Way. We will have special dedication at the Memorial Day Parade.

- Selectman Lambert – The appointment of the COA Director and the Highway Sr.

Forman congratulation. We received information from the people directly involved with them and all spoke well of them. They enjoy doing what they do and it shows, they are doing it well. I was pleased to see a detail calendar last month, there was a hearing by the utility on the restoration of

power, a written testimony will be taken until December 20th, a copy of the handout is posted on the website. Last week the Board put in place a mechanism in place to view the unused buildings, I would like to make a motion to appropriate \$25,000 of the building maintenance fund to weatherize the Old Town Hall and the removal of the rug in the Winslow School Bldg. the motion failed for lack of a second. I wish a happy and safe holiday to all.

9. Town Administrator's Reports

- Response to Selectmen's Requests

A copy of the memorandum issued on the upcoming Special Town Meeting.

- Budget

About 2/3rd of the Departments have submitted their budgets to the Fin Com. The Finance Committee is reviewing revenue for projection for FY13.

- Departmental Information

The Town's submission to PERAC per request received earlier. There is information re the Hunter and Norton properties and the leasing of the property for farming. The Conservation Commission would like the Board's input.

- Contracting/Procurement

The scope of the work for the town offices insulation project is being amended for bid posted this week.

- Other

The draft of the regional strategic plan is attached. NMCOG will be before the Board on January 23rd.

10. Executive Session

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

- Collective Bargaining

The Board voted on a motion by Selectman Jackson, second by Selectman Lambert to enter into Executive Session to discuss strategy with respect to collective bargaining, as an open meeting may have a detrimental effect on such subject matters and to return to open session only to adjourn. Roll Call Vote: Selectman Lambert, yes; Selectman Curseaden, yes; Selectwoman Coughlin, yes; Selectman Jackson, yes; Selectman Reault, yes.

The Board entered into executive session at 8:30 P.M.

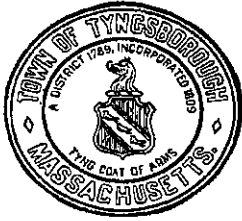
11. Adjournment

The Board voted 4-0 on a motion by Selectman Lambert second by Selectman Jackson to adjourn the meeting. The meeting adjourned at 10:40 PM.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on March 12, 2012



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

Board of Selectmen Meeting Notice

Monday, December 19, 2011 at 6:30 P.M.

Community Room, Town Offices, 25 Bryant Lane

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 6:30 PM Open Meeting/Pledge of Allegiance

2. Old Business:

- A. Road Acceptance Project – Update and Approve Submission of Roads to the State**

3. New Business

- A. Vote to Sign School Committee Lease with Merrimack Special Education Collaborative**
- B. NMCOG – Affordable Housing Production Plan (vote to approve contract extension and status update)**
- C. Five Year Capital Asset Plan – Vote to Convene Committee**
- D. State Owned Property on Indian Lane - Discussion**

4. New Business

- **License Renewal**

- **All Alcohol Beverages License/Common Victualler License**
 - **The Club, Inc./The Club**
 - **Brinker Mass Corp**
- **Common Victualler's License Renewal**
 - **ARAMARK – Greater Lowell Technical High School Cafeteria**
 - **Sullivan Farms Ice Cream – 176 Middlesex Road**
 - **Bittersweet Bake Shoppe**
- **Weekday and Sunday Entertainment Licenses Renewal**
 - **Hudson Roller, Inc./Roller Kingdom**
 - **Vesper Country Club**
 - **Robert D Pelletier American Legion**
 - **Barbeque Integrated/Smokey Bones**
 - **CS Business Enterprises/Angela's Coal Fired Pizza (weekday only)**
 - **Delpero Enterprises/Café Il Cipresso**
 - **Dracut Food Service/Thirsty's**
 - **Kaz United Corp/Michael's Pub**
 - **Maxamillian's**
 - **Tyngsboro Country Club**
 - **The Club, Inc./The Club**
 - **Tyngsboro Sports Center**
- **Automatic Amusement Devices License Renewal**

- Robert D Pelletier American Legion
- Dracut Food Service/Thirsty's
- Maxamillian's
- The Pines
- The Club, Inc./The Club
- Tyngsboro Sports Center

5. Citizen/Business Time

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

6. Meeting Minutes: Review/Approve

- Review/Approve Board of Selectmen Meeting Minutes
 - A. Monday August 29, 2011 Meeting
 - B. Monday September 12, 2011 Meeting
- Regular/Executive Session Minutes Undrafted
 - A. Regular Session
 - Friday September 30, 2011 (Work Session)
 - Thursday October 13, 2011 (Work Session)
 - Monday October 17, 2011 Meeting
 - Monday October 24, 2011 Meeting
 - Thursday November 3, 2011 (Work Session)
 - Monday November 14, 2011 Meeting
 - Monday November 21, 2011 Meeting
 - Monday December 12, 2011
 - B. Executive Session
 - Monday October 17, 2011
 - Monday October 24, 2011
 - Thursday November 3, 2011
 - Monday November 21, 2011
 - Monday December 12, 2011

7. Correspondence

A list of correspondence will be included with approved meeting minutes per the requirements of the Massachusetts Open Meeting Law and may be posted online at www.tyngsboroughma.gov. Copies of correspondence may be requested from the Office of the Board of Selectmen.

8. Selectmen's Reports

- Selectman Coughlin – Energy & Envir Affairs/Licenses/Insp/Util/Transportation
- Selectman Reault – Northern Middlesex Council Of Government
- Selectman Jackson –
- Selectman Curseaden – Technology, Pawtucket Blvd Project, Abandoned Homes
- Selectman Lambert -

9. Town Administrator's Reports

- Response to Selectmen's Requests
- Budget
- Departmental Information
- Contracting/Procurement
- Other

10. Executive Session

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

- Collective Bargaining

11. Adjournment

Future Meetings

Town Hall Closed Monday, December 26th and Monday, January 2nd in Observance of Christmas Day and New Year's Day

Selectmen's Meeting Monday, January 9, 2012 at 6:00 PM at the Town Offices

Town Hall Closed Monday, January 16, 2012 in Observance of Martin Luther King, Jr. Day

Selectmen's Meeting Monday, January 23, 2012 at 6:00 PM at the Town Offices

Selectmen's Meeting Monday, January 30, 2012 at 6:00 PM at the Town Offices

Special Town Meeting Wednesday, February 15, 2012 at 7:00 PM at Tyngsborough Elementary School